

17 JAN 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : Robert W. Gambino
Director of Security

SUBJECT : Response to Recommendation No. 14 of the
Inspector General Survey of the Office of
Medical Services

1. This memorandum is for your information. It refers to the Inspector General findings in the course of a survey of the Office of Medical Services which included Recommendation No. 14 that "the DDA make a thorough review to determine if the Agency should have its own industrial hygienist."

2. Since an Office of Security [redacted] ILLEGIB
Report of 1963 pointed out that the Agency was not meeting the requirements to provide for the Health and Safety of its employees, there have been two subsequent Inspector General reports and a Building Security Committee [redacted] report that have STATINTL
reiterated the same concern. The Building Security Committee was the first to state specifically that this Agency was not addressing the dangers of toxics and flammable vapors. The most recent, and probably most important report was that of the 1974 audit of the Agency's Safety and Health Program by the Office of Federal Agency Safety Programs, Department of Labor. Recommendation No. 3(B) specifically pointed out the need for a full-time industrial hygienist.

STATINTL 3. During the past year the Agency contracted with [redacted]
[redacted] to conduct an Industrial Hygiene
STATINTL survey of the Printing and Photography Building, at a cost of
\$10,600. The survey took approximately one month to complete.
[redacted] also looked at one reproduction room of concern in
STATINTL the Headquarters Building. The [redacted] at
[redacted] also provided assistance in another case for a
two-day period. As a result of these problems, consideration
was given to utilization of a commercial concern on a retainer
basis. However, this would not provide the capability to make
the preplanned inspections, including overseas, necessary for a

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preventative program. Also, we might anticipate certain clearance problems because of the sensitive areas involved, e.g., [REDACTED] STATINTL in view of the rather frequent turnover of industrial hygienists in industry.

4. As a result of the increased frequency of industrial hygiene related problems, the Chief, Safety Branch, made a presentation to the Safety Committee on this subject in November 1976. Nine specific instances which occurred in August and September 1976 were covered. In each of these cases, the Safety Branch was reactive rather than preventative because the Agency does not have an industrial hygienist. At the same time, nine other Safety and Health programs which could be addressed by a hygienist were listed. At the end of the presentation, the Committee unanimously endorsed the need for the Agency to have adequate industrial hygiene expertise. Based on the Safety Committee's endorsement, the Chief, Benefits and Services Division (BSD), Office of Personnel was requested to obtain information from the Civil Service Commission and other interested agencies on position descriptions, position classification standards, and job descriptions to aid in the preparation of a position paper to the Deputy Director for Administration in his capacity as the Agency Safety and Health official. The Chief, BSD provided the last of the needed information on 12 January 1977. The final paper will be completed for your consideration by 31 January 1977. STATINTL

[REDACTED]

for Robert W. Gambino

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

K for Robert W. Gambino
Director of Security
4E-60 Hqs

EXTENSION

NO.

DATE 17 JAN 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

A Deputy Director for
Administration 7D-26

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As you will note from the attached, a definitive proposal on the subject of an industrial hygienist for the Agency will be forwarded to your Office by the end of the month. We are convinced that a legitimate need for such an officer exists but do not at this point see how we can absorb this activity within the confines of our current ceiling.

As you undoubtedly know, OMS also supports the case for the Agency needing such resident expertise and they are deferring to this Office on how the coverage is to be obtained.

RW Robert W. Gambino

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